

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	LICENSED PRACTICAL NURSE
CLASS CODE:	3012
FLSA STATUS:	NON-EXEMPT
SUPERVISORY STATUS:	NONE
EFFECTIVE DATE:	1/31/2012 (REVISED 4/20/2006 VERSION)
DEPARTMENT:	HEALTH

JOB SUMMARY

Administers immunizations including providing educational information regarding vaccine benefits, side effects, and treatment. Performs a variety of laboratory screening tests and nursing client services.

ESSENTIAL FUNCTIONS

Administers appropriate vaccines to all ages of patients according to correct route and site and in compliance with Health Department policy and procedure.

Informs client or guardian of expected immunization side effects and appropriate treatment.

Provides emergency resuscitation and treatment to clinic patients when necessary.

Educates public with accurate and appropriate immunization information.

Interviews clients or legal guardians for age-appropriate immunizations.

Reviews clients' medical immunization histories.

Make a record of immunizations given and incidents relating thereto.

Maintains daily log check of equipment and assure clean environment.

Maintains adequate immunization supplies in main clinic and in off-site clinics.

Inventories and rotate vaccines.

Maintains emergency medical supplies.

Performs pregnancy testing and referrals as needed.

Performs telephone surveys on high risk children for immunization progress.

Performs metabolic screening on infants and informs clients on the benefits of PKU testing.

Performs venipuncture as needed.

Counsels clients about risks of, and prevention measures for, high blood pressure.

Performs hypertension check-ups and refers clients to physicians when necessary.

Interviews and educates prenatal clients who are HepB positive; ensures that they receive proper testing and immunizations.

Ensures that all client forms are properly completed.

Records refrigerator temperature two times a day to ensure biological safety.

Records all procedures according to established protocol.

Collects, balances, and prepares for deposit of incoming immunization fees.

Performs testing and counseling for HIV appointments as needed.

Performs services in senior clinics as needed.

Assists RN's as needed; trained in policies and procedures relating to the TB program.

Responds to public health emergencies as required by the department or division administration.

Carries provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Enters computer data at clinics when required.

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KNOWLEDGE, SKILLS, AND ABILITIES

Ability to establish and maintain cooperative relationships with patients to encourage acceptance of and compliance with health instructions; Ability to gain the confidence and cooperation of children in order to administer immunizations; Ability to administer immunizations in accordance with appropriate route and site; Ability to perform venipuncture; Skill in counseling and teaching clients; Skill in written and verbal communication; Knowledge of biologicals and their interactions; Skills in nursing activities like injections, CPR, basic First Aid, blood pressure, hemoglobin and urinalysis testing, and venipuncture; Knowledge of nursing practices and procedures; and Ability to establish and maintain accurate records and files.

PHYSICAL DEMANDS

Typically sit at a desk or table; Regularly walk, stand, or stoop; Frequently lift, carry, push, pull or otherwise move objects weighing up to 30 pounds; Use tools or equipment requiring a high degree of dexterity; Regularly drive a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; and Need to distinguish between shades of color.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room; Work is performed in a very noisy place; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to contagious or infectious diseases or hazardous chemicals; Work requires use of protective devices such as masks, goggles, and gloves; Work exposes incumbent to unknown, dangerous, and/or life-threatening conditions; and Work exposes incumbent to possible bodily injury from unintentional, spontaneous movement of client.

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS

High school diploma or equivalent and one (1) year of formal nursing training.

Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy. Selected applicants are subject to, and must pass, a full background check.

LICENSING AND CERTIFICATION

Applicant must possess valid licensure as a Licensed Practical Nurse (LPN) in the State of Utah. Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.